

**UNITED STATES MARINE CORPS**  
**HEADQUARTERS AND SERVICE BATTALION**  
**MARINE CORPS RECRUIT DEPOT**  
**3800 BELLEAU WOOD**  
**SAN DIEGO, CALIFORNIA 92140-5199**

BnO 1601.8D  
6A  
10 APR 2000

BATTALION ORDER 1601.8D

From: Commanding Officer  
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION OFFICER OF THE DAY WATCH

Ref: (a) BnO 1601.9  
(b) BnO 1050.1W  
(c) DepO 1740.11  
(d) DepO 3040.5E  
(e) BnO 5740.1D

Encl: (1) Availability/Nonavailability Roster Format  
(2) Area of Responsibility  
(3) Sample Officer of the Day Logbook Entries  
(4) Military Suspect's Acknowledgment and Waiver of Rights (OPNAV 5527/3)  
(5) Consent to Search  
(6) Depot Incident Report Form (MCRD 5740/1)  
(7) Casualty Procedures  
(8) Red Cross Notification Form  
(9) Bomb Threat or other Threatening Calls Checklist  
(10) Competence for Duty Examination

1. Purpose. To establish Headquarters and Service Battalion Officer of the Day Watch and provide instructions in accordance with references (a) through (e).

2. Cancellation. BnO 1601.8C

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Composition of the Watch. The Watch consists of a Battalion Officer of the Day (BOOD).

5. Eligibility for Assignment to the Watch. All Marine Gunnery Sergeants and Staff Sergeants assigned to Headquarters and Service Battalion (HqSvcBn) are eligible to stand duty as BOOD. Normally, Staff Sergeants will not be assigned to BOOD; however, when an insufficient number of Gunnery Sergeants are available, Staff Sergeants may be assigned.

6. Tour of Duty. The tour of duty is from 0700 to 0700 daily. During normal work days, the BOOD may be absent from his/her post in order to perform normal duties, but are subject to immediate recall. BOOD for Wednesday's will refer to paragraph 16 u, of this order for additional tour information. The BOOD will be posted no later than 1600 or the end of the working day, whichever comes first.

7. Assignment to Watches. Assignments to the watch bill will be made monthly by a Battalion Bulletin.

a. Sections will submit availability/nonavailability lists to the Battalion Admin Chief for all Gunnery Sergeants and Staff Sergeants by the 10th of each month for the following month, using the format provided in enclosure (1).

b. If a Marine is assigned duty, but subsequently cannot stand the duty, the section will be responsible for providing a replacement.

8. Changes in Watches. All changes to the Battalion Watch List will be approved by the Battalion Sergeant Major or, in his absence, the Battalion Admin Chief. For other than emergency situations, Marines will arrange for their own replacements and notify the Battalion Admin Chief.

9. Place of Duty.

a. The place of duty for the BOOD is the duty room located in the Battalion Headquarters, Building 15.

b. The BOOD is a sleeping post. The BOOD is authorized to sleep in the BOOD office from 2200 - 0530.

10. Area of Responsibility. The BOOD is the direct representative of the Battalion Commander. The area of responsibility is depicted in enclosure (2).

11. Watch Property. The BOOD is accountable for the following gear:

- a. Duty Logbook
- b. Duty Keys (# will change)
- c. Information Binder
- d. Folder with Depot Locator
- e. BOOD Badge
- f. Key Locker
- g. EPD or Restriction Papers
- h. Leave Papers
- i. Meal Card Box
- j. Bolt cutters (kept in Sergeant Major's office)
- k. Four road guard vests

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12. Information Binder. The information binder will contain pertinent directives and other information. The BOOD will become familiar with the contents of the binder before being posted.

13. Supernumeraries

- a. All supernumeraries will provide the Battalion Admin Chief with their home phone number and work extensions by the first day of the month.
- b. Supernumeraries will notify the Battalion Admin Chief prior to any weekday absences.
- c. Supernumeraries will notify the BOOD prior to any absence in excess of 4 hours on weekends and holidays.

14. Posting and Relief

- a. The BOOD will be posted and relieved at 0700 by the Battalion Sergeant Major or Admin Chief on the day of their assigned watch. An informal posting and relief will occur at 0700 on all non-working days.
- b. The BOOD assigned duty on weekends and holidays will report to the Battalion Sergeant Major at 0700 on the last workday prior to their watch for special instructions. They will effect an informal posting and relief at 0700 on the day they are assigned duty.

15. Uniform. The uniform for the BOOD is the Service "C" uniform for duty on Saturday through Thursday. On Fridays the BOOD will wear the prescribed uniform of the day (Dress Blue "C" in the winter months, Dress Blue "D" in the summer months).

16. Duties and Responsibilities for the Battalion Officer of the Day

- a. The BOOD will be guided by this order, the 11 General Orders, and any special orders received from the Battalion CO, XO, Sergeant Major, Adjutant, Admin Chief, or Depot Officer of the Day (DOOD).
- b. The BOOD will supervise the performance of the Company DNCO and ADNCO. On normal workdays the BOOD will inspect the DNCO post in the BEQ at least once between 0800 - 1230 and will inspect the ADNCO on post in the BEQ at least once between 1230 - 1600. The BOOD will ensure that the DNCO and ADNCO are continuously touring the Battalion area in the BEQ. The BOOD will make a logbook entry reflecting when the inspection was made.
- c. Logbook. The BOOD will maintain a chronological record of events which occur during the watch. When making entries concerning individuals, enter grade, initials, last name, SSN, work section, and enough detail so appropriate follow-up action may be taken. Sample logbook entries are shown in enclosure (3).

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d. Procedures for Marines Going on and Returning from Leave

(1) Reference (b) provides leave and liberty regulations. A copy of reference (b) is maintained in the leave papers folder.

(2) Leave papers are prepared at the section level.

(3) Officers and SNCOs sign themselves out and back in off of leave by completing blocks 18 and 19 of the leave papers. The BOOD **does not issue/recover** leave papers from officers/SNCO's. Officers/SNCO's **do not need to call** in to the BOOD to commence/return from leave.

(4) Leave papers for Sergeants - Privates that commence their leave on a normal work day will be issued to the Marine by the respective Company office.

(5) Leave papers for Sergeants - Privates that commence leave on a non work day will be issued by the BOOD. The Marine will sign block 12 and the personal effects inventory statement in block 21 on both copies of the leave papers. The BOOD will complete block 18 on both copies and issue the original to the Marine and retain one copy. If the Marine has a meal card, the BOOD will retain the meal card. The BOOD will make a log book entry reflecting the Marine's name, SSN, section, when leave papers were picked up and whether meal card was retained.

(6) Sergeants - Privates may return from leave by checking in with the BOOD. The BOOD will complete block 19 of the leave papers and retain the papers. A logbook entry will be made reflecting rank, name, SSN, section and time returned from leave.

(7) If the Marine returns from leave and the meal card was retained by the Company Office, the BOOD will complete block 19 of the leave papers, then photocopy the papers. **On the photocopy** the BOOD will stamp in block 21:

MEAL CARD RETAINED BY COMPANY. SNM RETURNED FROM LEAVE AFTER  
WORKING HOURS. CONTACT (BOOD'S NAME) AT 4-1983 FOR FURTHER INFO.

The BOOD will give the **photocopy to the Marine**. The Marine will use the photocopy as a meal card until recovering the meal card from the Company on the next work day. A logbook entry will be made reflecting rank, name SSN, section, and that photocopy with stamp was provided.

(8) If the Marine lost the leave papers and the meal card was retained by the Company the BOOD will prepare a note to the Chief Cook, Mess Hall 620 indicating that the leave papers were lost and then stamp the note:

MEAL CARD RETAINED BY COMPANY, SNM RETURNED FROM LEAVE AFTER  
WORKING HOURS. CONTACT (BN OOD'S NAME) AT 4-1983 FOR FURTHER INFO.

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The Marine will use the note as a meal card until recovering the meal card from the company on the next work day. A log book entry will be made reflecting rank, name SSN, section, and that the papers were lost and a note issued. The BOOD will photocopy the note and retain it in the leave papers folder.

(9) The BOOD will assist Marines going on emergency leave. The Marine will contact the respective Company Commander to obtain approval for emergency leave. Once approval is obtained the BOOD will prepare the leave papers in accordance with reference (b).

(10) If a Marine calls the BOOD requesting a leave extension, the BOOD will contact the respective Company Commander for approval. The BOOD will then inform the Marine of the approval/disapproval and direct the Marine to pen the information in block 20 of the leave papers. A log book entry will be made reflecting rank, name, SSN, section, who approved/disapproved the extension and new leave expiration dates.

e. Advice to Persons Suspected of an Offense. Before questioning any Marine who is suspected of or accused of having committed an offense, the BOOD will advise them of their rights using enclosure (4).

f. Search and Seizure. The Battalion Commander may authorize a search and seizure of areas under his/her control. Should the need arise, the BOOD will contact the Battalion CO or XO. If unable to reach the CO or XO, contact the Depot OOD. After receiving guidance from the CO, XO, or Depot OOD (DOOD), the suspect will be read his/her rights utilizing enclosure (4) and an authorization to search will be obtained utilizing enclosure (5). If the suspect will not give permission to search, secure the area and inform the CO, XO, or DOOD.

g. Serious Incidents Reporting Procedures

(1) Incidents of a critical nature or of "immediate command interest" will be reported immediately to the Commanding Officer, Executive Officer, Adjutant, Sergeant Major, Company Commander, First Sergeant, or DOOD. The following are considered serious incidents.

- a. Military, civil, or political disorders
- b. Serious aircraft accident/incident
- c. Fires or ground accidents
- d. Accidents involving ammunition or explosives
- e. Serious crimes, mishaps, or disturbances
- f. Natural disasters
- g. Acts of sabotage

- h. Operational or training incidents
- i. Serious injuries or heat casualties
- j. Suicide attempts
- k. Arrests by either civilian or military authorities

(2) The BOOD will submit an initial report using enclosure (6) to the DOOD. The Adjutant will be responsible for submitting subsequent reports. The following information will be required:

- a. Nature/time/date and location of incident
- b. Identification of individual making the report
- c. Number of personnel and units involved
- d. Brief description of incident
- e. Point of contact for additional information

(3) The BOOD is responsible for making sure the chain of command is informed of all developments concerning the incident.

h. Solicitation and Sales. Solicitors and/or salesman desiring to see members of this Command must be authorized to do so per reference (c). Current letters of approval are filed in the information binder.

i. Casualty Reporting. Upon notification of a casualty, contact the Battalion Commander, Battalion Executive Officer, Battalion Sergeant Major, Company Commander, and the Battalion Adjutant or, in his/her absence, the Battalion Admin Chief. The term casualty, as used within this order, includes individuals who are dead, seriously ill, seriously injured, attempt suicide, or are incapacitated. Instructions for filing a Casualty Report are contained in references (d) and enclosure (7). Under no circumstances will the BOOD notify any primary next of kin (PNOK), or any other family members.

j. Hospitalization. Upon notification of hospitalization, appropriate log entries will include rank, initials, last name, SSN, section, where, when, why, projected length of stay, and diagnosis. The Battalion Commander, Executive Officer, or Sergeant Major will be notified. Then the Company Commanders, Company Executive Officer, or First Sergeant will be notified. The BOOD will continue to make follow up reports until normal working hours resume.

k. Red Cross Notification. The DOOD will notify the BOOD in case of Red Cross messages pertaining to members of Headquarters and Service Battalion. Upon notification, the BOOD will complete the Red Cross Notification forms (enclosure (8)) located in the Information Binder. Ensure forms are accurate and complete. Make appropriate logbook

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entries. It is the responsibility of the BOOD to ensure that Red Cross messages are properly delivered to the Marine per enclosure (8).

l. Personnel Reporting Aboard. Marines reporting aboard for duty after working hours must first report to the DOOD for an endorsement to their orders. Marines who require billeting will report to the Depot Billeting Office on the 2nd deck of BEQ #625 for temporary billeting. Marines will be instructed to report to the Consolidated Personnel Administration Center (CPAC) in the Service "C" uniform on the next working day.

m. Telephone Calls. The BOOD is authorized to place telephone calls out of the San Diego area when necessary and as required in performance of his/her duties. All calls which can be placed via DSN (dialing 80 and desired number) will be dialed as such. All commercial calls will be logged in the BOOD's logbook with number called and person contacted. Since the phone in the BOOD's office is not a Class A phone, calls will be placed using the phone in the Sergeant Major's office.

n. Key Locker

(1) The key locker is located in the Battalion Duty Room. Keys currently in use are tagged, numbered, and listed on the locator sheet. The content of the key locker will change. The Battalion S-4 will ensure that the contents of the key locker is appropriate and up to date.

(2) The BOOD will make an inventory of all the keys immediately after being posted and prior to be relieved. An appropriate entry regarding the results of this inventory will be made in the BOOD logbook.

(3) The key to Recruiters School, Bldg. 27, will be maintained by the Director, Recruiters School. The key will be passed to the Recruiters School DNCO daily by the Recruiters School Sergeant Major at the formal post/relief of the DNCO.

(4) After normal duty hours, the BOOD is responsible for the security of all keys and will make a logbook entry of all keys issued.

(5) The key for the key locker will be picked up from and returned to the Battalion Adjutant by the BOOD at 1600 and 0700 respectively.

o. Battalion Area Tour

(1) On work days, the BOOD will inspect the DNCO in the BEQ at least once between 0800 - 1230 and the ADNCO at least once between 1230 - 1600.

(2) On work days between the hours of 1700 - 2200, the BOOD will conduct three tours of the Battalion area. On weekends and holidays, five separate tours will be made by the BOOD between the hours of 0730 - 0100. One tour of the Battalion area will be conducted daily by the BOOD between the hours of 0100 - 0500.

(3) During all tours, ensure that all unnecessary utilities are turned off.

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(4) During all tours, the BOOD will inspect and check on the DNCO and ensure that all billeting areas maintain proper discipline, are in good state of police, and are secure. Particular attention should be given to unsecured, pilferable items. Such items should be turned over to the DNCO. Particular attention should also be paid to ensure appropriate noise levels are observed.

(5) Check the Comfort Zone and the Recreation Center prior to the closing time of each facility.

(6) On weekends and holidays upon assuming the duty, immediately check the area for proper police.

(7) Subsist at and tour Mess Hall #620 during your tour of duty. Make a logbook entry concerning the quality and quantity of food served as well as the state of police at the mess hall. Evening meal will be subsisted at the end of the serving period.

p. Police of Battalion Area

(1) The BOOD will cause police calls to be conducted on a timely basis and ensure that the Battalion area (enclosure (2)) is in high state of police at all times.

(2) A recruit working party will normally report to the BOOD at 0730 on Saturdays and 1230 on Sundays. When a recruit working party fails to report, the BOOD will immediately contact the RTR OOD. The RTR OOD will be notified that the HqSvcBn S-4 Working Party failed to report and request assistance in having the working party report as soon as possible.

(3) Marines on Extra Police Duties (EPD) will be utilized for the areas needing police.

(4) HqSvcBn is responsible for the police along the fence from the NTC/MCRD border to gate 5 (Washington Street gate). Recruits may not be used to police this area. Marines on EPD may be used under the supervision of the ADNCO. If there are no Marines assigned to EPD, the ADNCO will be used. On weekends and holidays the BOOD will inspect the area, and, as required send Marines to conduct the police call. The government vehicle may be used to conduct the inspection. The Marines conducting the police call will wear road guard vests. The BOOD will make a logbook entry reflecting when the inspection and the police call were conducted.

q. Confinement. The BOOD must have approval of a commissioned officer before confining an enlisted person. Temporary confinement will take place at the detention cell of the Provost Marshal's Office if the circumstances justify it. Contact the Battalion CO, XO, Company Commander or DOOD upon determining there is a need to confine a Marine. Ensure proper entries are made in the BOOD's logbook concerning the circumstances of confinement.

r. Bomb Threats. In the event of a bomb threat, record the information outlined in enclosure (9) and immediately notify PMO and the DOOD.



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s. Security of Battalion Headquarters. The entrance to all offices will be checked immediately following the evening police detail. The rear entrance will be locked and secured at 1800. A doorbell is located at the rear entrance for personnel on official business. Unlock the rear entrance by 0600 on workdays. The front entrance will remain open. All other exterior entrances (XO, SgtMaj) will be checked and secured by the BOOD. The XO's hatch will be unlocked at 0600 on all work days.

t. Coordination with DOOD. The BOOD will report by telephone to the DOOD prior to 1700 on weekdays and upon assuming of the duty on weekends and holidays. An entry will be made in the logbook after contact has been made.

u. Brig Visitation Officer. On Wednesdays, between 1000 and 1200, the BOOD will visit Marines from this Battalion confined at the brig at Camp Pendleton and Miramar. The Battalion Adjutant will arrange transportation to and from the brig. An Officer's Visitation Report (available from the Battalion legal clerk) must be completed and returned to the Battalion Adjutant on each confined Marine the same day. The BOOD will check in with the Battalion Adjutant's Office prior to leaving the Depot for Camp Pendleton/Miramar and upon return.

v. Receipt for Marines who are UA/Deserters. The local Shore Patrol and police agencies will turn over Marines who are in an unauthorized absence/deserter status to the Depot PMO. After processing at PMO, these Marines will be turned over to the BOOD. The Battalion CO, XO, or Sergeant Major will be contacted. The Marine will remain in Building 15 under the watch of the BOOD.

w. Ground Security Force (GSF). A standing GSF exists to help respond to emergencies and disasters. During normal working hours, the HqSvcBn S-3 will activate the GSF. After working hours, on order of the Commanding Officer or the Commanding General's representative (DOOD, Chief of Staff, or AC/S G-2/3), initiate the recall as follows:

- (1) Call the Battalion CO, Battalion XO, or Battalion S-3.
- (2) Call the GSF Platoon Commander, Platoon Sergeant, and Platoon Guide. Brief them on the recall.
- (3) Call the 1st, 2nd, 3rd Squad Leaders or the next Marine down the chain of command.
- (4) Continue the recall down the chain of command until the Platoon Commander, Platoon Sergeant, or Platoon Guide has arrived and assumed the recall duties.

x. Command Recall Roster. The duty information binder will contain the recall rosters.

y. Heat Conditions. After duty hours and on weekends, the Regimental OOD will contact BOOD if a heat condition is in effect. Under a green flag (80 - 84.9 F) all permanent personnel and recruit training is authorized to continue. Under a yellow flag (85 - 87.9 F) all permanent personnel training is authorized. Under a red flag (88 - 89.9 F) all strenuous activities for all

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unacclimatized personnel and outdoor activities for recruit working parties are suspended. Under a black flag (90 F or above) all strenuous activity for **all** personnel is canceled. The BOOD will notify the DNCO and make a log book entry as heat conditions change.

z. Boltcutters. If a Marine needs boltcutters to cut a lock, the Marine and ADNCO will come to the BOOD. The BOOD will give the boltcutters to the Marine, and make a log book entry recording the Marine's rank, name, SSN, and section. The ADNCO will remain with the Marine while he/she cuts the lock and returns the boltcutters to the BOOD.

aa. Contacting Marines at Block Training. A roster of Marines attending Block Training will be included in the information binder. Procedures for how to contact those Marines will also be kept in the information binder.

bb. Marines on Restriction/EPD

(1) Marines assigned restriction/EPD by the Battalion Commander will be supervised by the BOOD. The restriction/EPD papers will be given to the BOOD during posting.

(2) Marines assigned restriction/EPD by the Company Commander will be supervised by the DNCO.

(3) Marines on restriction are restricted to the limits of the place of mess, billet, duty, dispensary, dental, and worship. The restriction papers will provide further guidance.

(4) The Commanding Officer that imposed the restriction may grant married Marines or single parent Marines visitation with their family. The visitation will be conducted at Building 15 or in the grounds immediately around Building 15.

(5) For Marines assigned to company restriction, the Company Commander will notify the Battalion Adjutant in writing giving the specific times and dates for visitation. The Adjutant will inform the Sergeant Major/Admin Chief who will pass the information to the BOOD during posting.

(6) For Marines assigned to battalion restriction, the Company Commander will submit a request to the Battalion Commander requesting visitation. If approved, the BOOD will be informed during posting.

cc. Guests of the Opposite Sex. Lance Corporals - Privates who have guests of the opposite sex will not be allowed in individual BEQ rooms between 2200 - 0800 daily. Sergeants and Corporals that have guests of the opposite sex will not be allowed in individual BEQ rooms between 2400 - 0800 daily. The BOOD will ensure that the DNCO/ADNCO are actively enforcing this regulation, the BOOD will record a log book entry concerning any Marine found in violation of this regulation.

dd. Suicide Awareness. The BOOD will be especially alert for Marines with signs of depression or that are suicidal (e.g. a Marine that says "it's not worth it anymore," talks about

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"taking his/her own life," says "you'll miss me when I'm gone"). Any such talk, suicidal ideation, gesture or attempt will be reported to the Battalion CO, XO, Sergeant Major, Battalion Chaplain, Company Commander, Company XO or First Sergeant. If unable to reach any of the above, notify the DOOD and request to contact the Duty Chaplain. The BOOD will keep the Marine under watch in the BOOD's office until guidance from one of the above is received.

#### 17. Competency for Duty

a. In cases of possible intoxication, suspected drug use, motor vehicle accidents, or bizarre behavior, there may be a need to determine a person's competency for duty.

b. The BOOD will contact the Battalion CO. (In the absence of the CO contact the Battalion XO, Company Commander, or DOOD). The CO will make a probable cause determination.

c. The following procedures will be followed:

(1) Advise the suspect of Article 31 rights (enclosure (4)).

(2) Determine whether the suspect is willing to submit to a consent search. If so, complete enclosure (5) and continue on with the procedures below. If not, just continue with the procedures below.

(3) Complete blocks 1 - 12 of enclosure (10), photocopy one copy, and escort the suspect to the Branch Medical Clinic.

(4) After returning from medical, the suspect will be detained at the Battalion Headquarters until the BOOD contacts the Battalion CO for disposition.

#### 18. Action

a. Section OIC's. Submit availability/nonavailability roster for GySgts/SSgts to the Battalion Admin Chief by the 10th of the month using the format in enclosure (1).

b. Battalion Adjutant

(1) Assume staff cognizance for BOOD.

(2) Publish the BOOD assignment rosters by the 20th of the month for the following month.

(3) Maintain the information binder.

c. Battalion S-4

(1) Ensure the cleaning gear locker is fully stocked.

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- (2) Coordinate linen for the duty room.
- (3) Ensure the key locker is maintained.
- d. Battalion Officer of the Day. Comply with the provisions of this order.



R. H. ZALES

DISTRIBUTION: A

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## COMPETENCE FOR DUTY EXAMINATION

NAVVED 6120/1 ONEY 1-681 8/N 0108-LF 800-1200

INSTRUCTIONS FOR THE USE AND PURPOSE OF THIS FORM ARE CONTAINED IN BUMEDINST 6120.20 SERIES.  
THIS FORM SHALL NOT BE USED FOR PROCEDURES PERFORMED FOR CLINICAL OR THERAPY PURPOSES.

## DEFINITION OF COMPETENCE FOR DUTY

FOR PERSONS IN THE NAVAL SERVICE: The ability to perform fully the naval duties to which the individual normally would be assigned. (Note: A person who has indulged in intoxicating beverages, narcotics or dangerous drugs to such an extent as to impair sensibly the rational and full exercise of his mental and physical faculties cannot be entrusted with the duties incident to naval service. The fact that the person is in a patient, leave, or liberty status is immaterial to the determination of his competence to perform his naval duties.)

FOR ALL OTHERS: The mental and physical ability to perform fully any task or service which the individual may normally be expected to perform.

## INSTRUCTIONS

- Items 1-12 shall be completed in duplicate by the commanding officer or other proper authority requesting examination.
- Items 13-48 shall be completed by medical officer conducting examination. Under item 13, History, include information provided by examinee as to ingestion and quantity of alcoholic beverage, narcotic, drug substance, or food, and time taken. Note any evidence of disease or injury (other than the condition prompting this examination) in item 16.
- When conducting an examination for competence for duty and individual is accused or suspected of an offense, comply with BuMedInst 6120.20 series.
- All treatment provided at the time of examination shall be entered on form NAVMED 6150/3, Sick Call Treatment Record.

## A. REQUEST FOR EXAMINATION

1. TO:	2. DATE	3. TIME (Hours)
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It is requested that a physical examination be given the following individual to determine competence for duty.

4. NAME (Last, first, middle)	5. GRADE OR RATE	6. DUTY STATION
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7. REASON FOR REFERRAL

☐ Check here if laboratory analysis is desired.

8. SIGNATURE (Requester)	9. GRADE OR RATE	10. TITLE
11. NAME OF REQUESTER (Type or print in ink)		12. DUTY STATION

## B. CLINICAL EXAMINATION

13. HISTORY

14. GENERAL APPEARANCE (Include appearance of clothing)	15. MENTAL STATE
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16. DISEASES OR INJURIES (Other than the condition prompting this examination, per inst. 2 above)

17. TEMPERATURE	18. PULSE (Rate and character)
19. BLOOD PRESSURE	
20. FACE (Flushed, pallid, cyanotic)	21. TONGUE
	22. BREATH
23. SKIN (Warm, cool, moist, dry, pale)	24. SPEECH (Thick, slurred, ability to repeat words such as Merciful, Pedestrian, Peter Piper)
25. EYES (Size of pupils, reaction to light, conjunctivae, etc.)	

ENCLOSURE (10)

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## BOMB THREATS OR OTHER THREATENING CALLS

### EXACT WORDING OF THREAT

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_

Length of call: \_\_\_\_\_ Number at which call is received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Report call immediately to: Ext 2256

#### CALLER'S VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep
<input type="checkbox"/> Angry	<input type="checkbox"/> Normal	<input type="checkbox"/> Ragged
<input type="checkbox"/> Excited	<input type="checkbox"/> Distinct	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal	<input type="checkbox"/> Cracking
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Disguised
<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp	<input type="checkbox"/> Accent
<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy	<input type="checkbox"/> Familiar

If voice is familiar, who did it sound like? \_\_\_\_\_

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#### BACKGROUND SOUNDS

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Crockery	<input type="checkbox"/> House noises	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Voices	<input type="checkbox"/> Motor	<input type="checkbox"/> Clear	<input type="checkbox"/> Booth
<input type="checkbox"/> PA system	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Static	<input type="checkbox"/> Other

#### THREAT LANGUAGE

<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped
<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by threat maker

Remarks: \_\_\_\_\_

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Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_

ENCLOSURE (9)

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6. Log pertinent info in OOD log.
7. Route this form and copy of leave papers to:

Initial

_____	Battalion Sergeant Major
_____	Battalion Adjutant
_____	Battalion XO
_____	Battalion CO

8. Route to Battalion Chaplain for follow up.

ENCLOSURE (8)

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g. Date: \_\_\_\_\_ and Time: \_\_\_\_\_ of incident.

h. Prognosis: \_\_\_\_\_

i. Is Marine aware of this, maybe by family notifying him? Yes/No

5. To notify the Marine, do the following:

a. Verify subject's name from Alpha Roster. CHECK INFO CAREFULLY

b. Obtain recall numbers for the following:

1. Marine: \_\_\_\_\_

2. Company CO: \_\_\_\_\_

3. Depot Duty Chaplain: \_\_\_\_\_

4. Marine's Section Head (OIC): \_\_\_\_\_

Note: Either the Company CO or the OIC will deliver the message. It is the Bn OODs ultimate responsibility to ensure that the message is delivered through coordination by getting the above personnel together.

c. Call Company CO and OIC to inform them of message and request their presence. Get estimated time of arrival.

d. Recall Marine to report to you. Get estimated time of arrival. DO NOT say anything about message.

e. Call Depot Duty Chaplain and inform him/her of message and time you expect Marine. Request he/she arrive prior to Marine.

f. When Company CO and/or OIC, Chaplain, and Marine arrive, have Company CO and/or OIC and Chaplain inform him or her of message.

g. Assist Marine by:

1. Type leave papers (original +1).

2. Verify financial ability. If assistance is needed, contact Red Cross. He/she may have to wait until working hours.

3. Sign Marine out on leave.

ENCLOSURE (8)



## RED CROSS NOTIFICATION FORM

### RED CROSS MESSAGE CHECKLIST

The following information will be filled out on all Red Cross messages:

1. CALL RECEIVED FROM:

a. Name: \_\_\_\_\_

b. Rank: \_\_\_\_\_

c. Position: Depot OOD Red Cross (Circle One)

2. DATE: \_\_\_\_\_ AND TIME \_\_\_\_\_ OF CALL.

3. MESSAGE IS FOR:

a. Name: \_\_\_\_\_

b. Rank: \_\_\_\_\_

c. SSN: \_\_\_\_\_

d. Company: \_\_\_\_\_

4. MESSAGE:

a. Who sent Message: \_\_\_\_\_

b. Relationship: \_\_\_\_\_

c. Who is the subject of message: \_\_\_\_\_

d. Relationship: \_\_\_\_\_

e. Where: \_\_\_\_\_  
City State Hospital

f. Cause of emergency: (Heart attack, Vehicle Accident, etc...)

\_\_\_\_\_

ENCLOSURE (8)

### CASUALTY PROCEDURES

1. When you receive notification of a casualty, make a logbook entry that includes the following information.

a. Identify by grade, name SSN, billet, and telephone number the person who provided you with the casualty information.

b. Identify the casualty by grade, name, SSN, and unit.

c. Identify the time, place, and location of the event.

d. Identify the type of wound/illness, the condition and prognosis of the casualty, and the present location of the casualty.

e. Identify the doctor and/or other persons knowledgeable of the details concerning the casualty.

2. Notify the Battalion CO, XO, Company Commanders, and Adjutant or Admin Chief. Do not notify the next of kin or anyone else without permission from the Battalion Commander.

ENCLOSURE (7)

## DEPOT INCIDENT REPORT

Reference: DepO 5740.1

PRIORITY:

Case No.	Nature of Incident	Date of Incident 30 Nov 1998	Time of Incident	T-Day
Location Incident Occurred	Initial Reporting Date:	Interim Reporting Date:	Final Reporting Date:	
Number of USMC Personnel Involved Recruits: Permanent Personnel:		Units/Installations Involved		

## IDENTIFICATION OF PERSONS INVOLVED (Include victim, accused, and witnesses)

Nature of Involvement	Rank/Status	Name (Last, First, MI)	SSN	DOB	Sex	Plt/Org

## ROUTING

Reported To	Reported By (Name, Last, First MI)	Rank	Unit	Time	Date	Received by (Name First, Last, MI)	Rank	Unit
Company								
Battalion/OOD								
Regiment/OOD								
G-2/3/DSDO								

Description of Incident (Be complete and concise as possible, answer who, what, where, when, and how)

Present/Anticipated Civilian News Media Interest

☐ Yes (Explain on Reverse)☐ No

Point of Contact for Additional Information(Name,Last,First MI)

Report Prepared By (Name,Last,First MI)

10 APR 2000

## CONSENT TO SEARCH (See JAGMAN 0170)

## CONSENT TO SEARCH

I, \_\_\_\_\_, have been advised that an inquiry is being made  
in connection with \_\_\_\_\_

\_\_\_\_\_. I have been advised of my right  
not to consent to a search of (my person) (the premises mentioned below). I hereby authorize

\_\_\_\_\_ and

\_\_\_\_\_, who (has) (have been) identified to  
me as \_\_\_\_\_ to conduct a complete

Position(s)

search of my (person) (residence) (automobile) (wall locker) (\_\_\_\_\_) (\_\_\_\_\_)

located at: \_\_\_\_\_

I authorize the above listed personnel to take from the area searched any letters, papers,  
materials, or other property which they may desire. This search may be conducted on

\_\_\_\_\_  
Date

This written permission is being given by me to the above named personnel voluntarily and  
without threats or promises of any kind.

\_\_\_\_\_  
Signature

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ENCLOSURE (5)

DEPARTMENT OF THE NAVY

**MILITARY SUSPECT'S ACKNOWLEDGEMENT AND WAIVER OF RIGHTS**

Place: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_  
have been advised by \_\_\_\_\_  
that I am suspected of \_\_\_\_\_  
\_\_\_\_\_

I have also been advised that:

- (1) I have the right to remain silent and make no statement at all;
- (2) Any statement I do make may be used against me in a trial by court-martial or other judicial or administrative proceeding;
- (3) I have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by me at no cost to the United States, a military lawyer appointed to act as my counsel at no cost to me, or both;
- (4) I have the right to have my retained civilian lawyer ant/or appointed military lawyer present during this interview; and
- (5) I may terminate this interview at any time, for any reason.

I understand my right as related to me and as set forth above. With that understanding, I have decided that I do not desire to remain silent, consult with a retained or appointed lawyer, or have a lawyer present at this time. I make this decision freely and voluntarily. No threats or promises have been made to me.

Signature: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Witnessed: \_\_\_\_\_  
\_\_\_\_\_

At this time, I, \_\_\_\_\_  
desire to make the following voluntary statement. This statement is made with an understanding of my rights as set forth above. It is made with no threats or promises having been extended to me.

SAMPLE OFFICER OF THE DAY LOGBOOK ENTRIES

28 July 1998		
COMMANDING OFFICER		COL B. N. COMMANDER
OFFICER OF THE DAY		GYSGT A. A. JONES
Staff Action	Time	Event
	0700	Posted by and received special instructions from the Battalion Sergeant Major. I have read and understand the orders pertaining to my post. Key locker inventoried, all keys accounted for. Posted duty clerk. Secured to work area.
	0930	Inspected DNCO and the BEQ, all secure.
	1130	Attended noon meal. The meal was excellent in all respects. Area in good state of police.
	1430	Inspected ADNCO and the BEQ, all secure.
	1600	Picked up the OOD Logbook from the Battalion Admin Chief. No additional instructions.
	1655	Sgt I. M. Dangerous 222 22 2222, HqCo, G-3, reported in off annual leave. Marine is on COMRATS.
	1705	Contacted Depot OOD. No special instructions.
	1705	Attended evening meal. The meal was satisfactory. The chow line ran out of meat. Toured Battalion area, all secure.
	1817	Standing lights turned on at this time.
	2000	Toured Battalion area. Secured two windows in Adjutant section. Toured and inspected the BEQ. DNCO was alert and the BEQ was found to be in order, and a good state of police.
	2145	Toured Battalion area, all secure.
	2300	Toured Battalion area, all secure.
	0200	Toured Battalion area, all secure.
	0600	Attended morning meal. The meal was satisfactory. The coffee was cold. Standing lights turned off at this time.
	0630	3 recruits reported in for morning clean up at this time.
	0700	BOOD duty hut properly policed. Conducted key locker inventory, all keys present.
	0715	Relieved of duty by Battalion Sergeant Major.
		Respectfully submitted,
		/s/(Signature)

ENCLOSURE (3)



1-800-748-5604  
1449 9TH AVE. (at Beech)  
SAN DIEGO, CA 92101

2353 Pacific Hwy, San Diego, CA 92101 (619) 232-8931  
 & Old Town

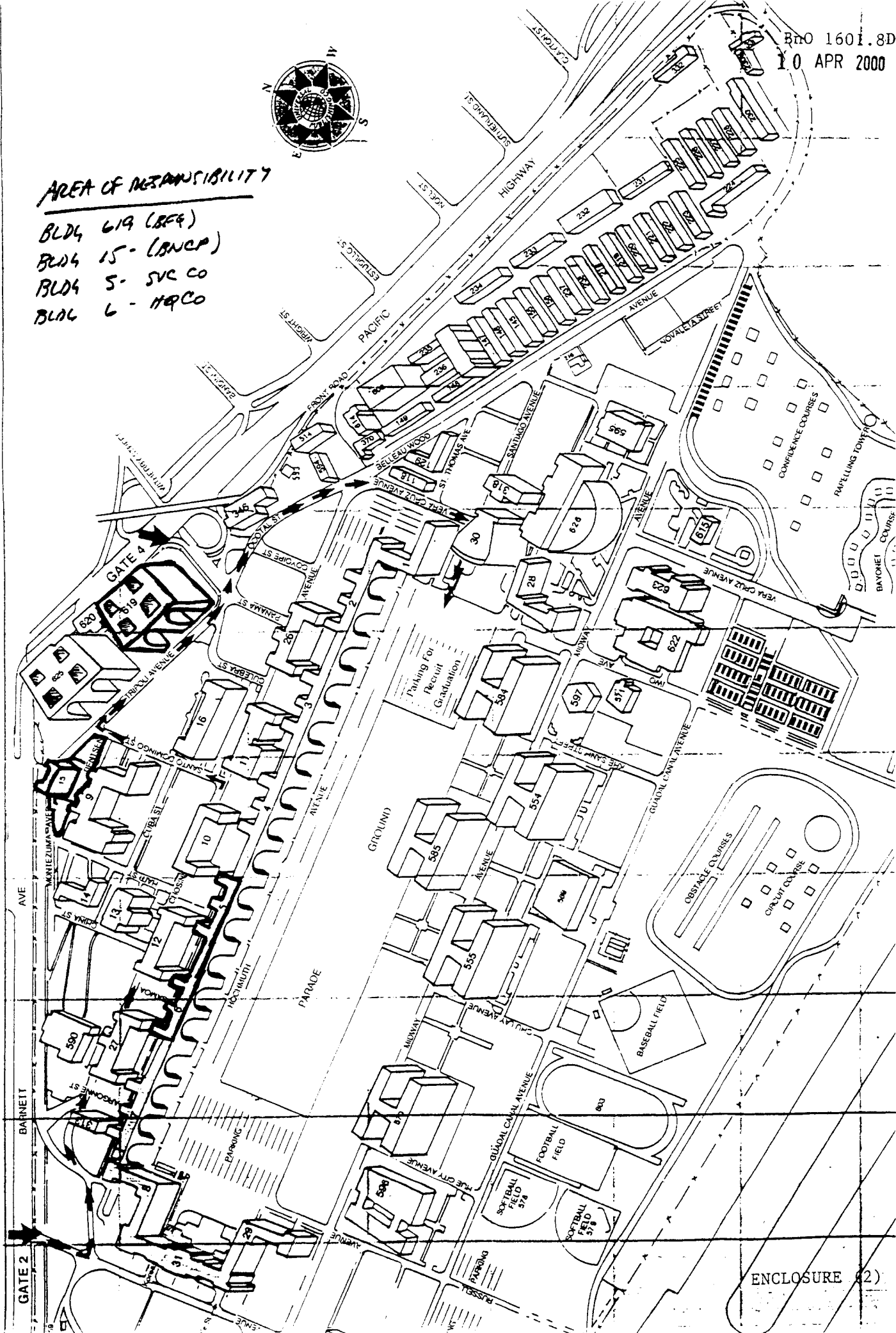
Free Parking • 24hr San Diego Ave • 291 HOWL • In The Old Town Esplanade  
• Parking • Patio Dining

Brno 1601.8D  
10 APR 2000



AREA OF RESPONSIBILITY

BLDG 619 (BFF)  
BLDG 15- (BNCP)  
BLDG 5- SVC CO  
BLDG 6- HQ CO



ENCLOSURE (2)



## DATE \_\_\_\_\_

[illegible]

ENCLOSURE (1)

10 APR 2000

CONDITIONS

VOMITING
INCONTINENCE OF URINE
INCONTINENCE OF FECES

27. SAMPLE OF HANDWRITING

## C. NEUROLOGICAL EXAMINATION

28. REFLEXES	29. COORDINATION
HYPERACTIVE	FINGER TO NOSE
HYPOACTIVE	HEEL TO KNEE
TREMOR	ABILITY TO APPROACH AND PICK UP OBJECT FROM THE FLOOR
	ROMBERG TEST
	GAIT

## D. LABORATORY EXAMINATIONS (If requested in Part A):

30. BLOOD ANALYSIS (Name of test and results expressed as mgm per ml or in other standard units)	31. TIME TAKEN (HOUR)	33. OTHER TESTS (Gastric contents, urine, etc.)	34. TIME TAKEN (HOUR)
	32. DATE		35. DATE

36. SPECIMEN OBTAINED BY (Name of person)

37. RESULTS VERIFIED BY (Name of person)

## E. CONCLUSIONS AS TO COMPETENCE FOR DUTY

Check the applicable "YES" or "NO" box to indicate answer.

38. Is examinee competent to perform duty?

YES NO

39. Is examinee's condition due to disease or injury?

40. Is examinee's condition due to the use of drugs or alcohol?

If the answer to item 38 is NO, also answer items 39 and 40 and indicate in block 43 the approximate time examinee is expected to become competent to return to duty. If the answer to item 39 is YES, describe in block 16 DISEASES or INJURIES. If answer to item 40 is YES describe under block 42.

41. DISPOSITION:

☐

RETURNED TO FULL DUTY

☐

ADMITTED TO SICKLIST

☐

RELEASE TO CUSTODY OF (Specify to whom)

42. REMARKS (All answers should be as brief as possible. Items requiring more space should be continued in this "Remarks" block. Specify item continued.)

## F. RESPONSE TO REQUESTER

In accordance with the request in Section A, the individual has been examined as set forth above to determine competence for duty.

A signed copy of this report is being inserted in the Health Record of the individual.

43. THE INDIVIDUAL

☐

HAS

☐

HAS NOT RECEIVED A COPY OF THIS REPORT.

44. SIGNATURE (Examiner)

48. NAME (Type/write)

45. GRADE OR RATE

46. DUTY STATION

47.

TIME

DATE